



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

U.S.D.C. NJ—Camden Clerk's Office— CAREER OPPTY. #15-06

Position:	Information Technology Technician (entry level)
Posting Period:	March 19, 2015 to April 6, 2015
Classification Level:	CL 23/1—CL 27/61* (\$33,767-81,241) *Entry level position to be filled at salary based upon qualifications, experience and current salary; possible promotion potential up to the CL 27 as governed by the court budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts.
Location/Duty Station:	Camden, New Jersey

Introduction:	Under the general direction of the Director of IT, System Manager and/or their designee supervisor, the incumbent will primarily provide automation technical support and assistance to end users within the Camden courthouse.
Representative Duties:	The Information Technology Technician performs tasks such as PC management and helpdesk support, including but not limited to, installation and repair of hardware and software, initiate new users to systems, perform training and end-user support, assists in implementing automation plans, maintains documentation, maintains local IT inventory, setup audio-visual equipment, assists in litigation support, aids local Network Administrator, and performs other duties as assigned. Occasional travel to other divisional offices and the possibility of earning compensatory time after traditional work hours may be necessary.
Qualifications/Skills:	Applicant must have progressive knowledge and responsible work place experience with Windows desktop and server operating systems, office automation, networking, MS Office products, Adobe Acrobat, Anti-Virus and Malware software working in an Active Directory environment. Ability to independently analyze, isolate and solve problems, explain technical concepts in an understandable manner, and ability to write effective instructions for users and fellow staff. The incumbent for this position will be interacting with Judicial Officers, court staff, and other agencies. Therefore, the ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others, the uniqueness of the federal judiciary and acting with integrity are all essential skills. Seeking a customer service oriented professional who is responsible, friendly, organized and detail oriented with accountability for work product. Must demonstrate ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment. iPad and Lotus Notes knowledge a plus. Minimum two years of higher education from an accredited college or university, preferably with a concentration in Computer or Information Technology Science.
Required Clearances:	This position is classified as a high-sensitive position, therefore as a condition of employment, the selected candidate must successfully complete a ten-year background investigation including a fingerprint check and every five years thereafter will be subject to an updated investigation similar to the initial one.
Application Process:	Applicants must submit their application in PDF format to include a cover letter, resume and salary history on or before April 6, 2015 to Emma C. Fernandez-Regan, HR Manager at http://www2.ca3.uscourts.gov/vacancyupload/njd_1506.aspx. Only PDF documents will be accepted.
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER	<u>INFORMATION FOR APPLICANTS</u> The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are "seeking citizenship" as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full- Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.
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